

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
10 Baldwin St  
Montpelier VT 05633-7501  
USA

## CONTRACT



**Vendor ID 0000197835**  
**Promotional Designs**  
**% Brian Katers**  
**2280 S Ashland Ave**  
**Green Bay WI 54304**  
**USA**

**Phone #: 920-405-2644 ext 217**

<b>Contract ID</b> 0000000000000000000026379		<b>Page</b> 1 of 4
<b>Contract Dates</b> 04/01/2014 to 04/01/2016		<b>Origin</b> CPS
<b>Description:</b> CPS RESALE AND STAFF CLOTHING		<b>Contract Maximum</b> \$999,999.99
<b>Buyer Name</b> LaRose, Deborah L	<b>Buyer Phone</b> 828-4635	<b>Contract Status</b> Approved

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
1		BALL CAPS	EA	6.78000	0.00	0.00
		GRAPHIC: EMBROIDERED VT STATE PART "SHIELD" PART SPECIFIC, IN ORANGE AND BLACK ON FRONT PANEL; "VT" IN ORANGE ON BLACK. SIZE: ADJUSTABLE ONE SIZE FITS ALL WITH VELCRO CLOSURE ADJUSTABLE STRAP, FAHRENHEIT #470, COLOR: CHARCOAL.				
2		BALL CAPS	EA	6.78000	0.00	0.00
		GRAPHIC: EMBROIDERED VT STATE PART "SHIELD" PART SPECIFIC, IN YELLOW AND GREEN ON FRONT PANEL; "VT" IN YELLOW ON BLACK. SIZE: ADJUSTABLE ONE SIZE FITS ALL WITH VELCRO CLOSURE ADJUSTABLE STRAP, FAHRENHEIT #470, COLOR: BLUE/KHAKI.				
3		BALL CAP	EA	6.78000	0.00	0.00
		GRAPHIC: ONE OF THE TWO SPECIFIED ABOVE. SIZE: ADJUSTABLE ONE SIZE FITS ALL WITH VELCRO CLOSURE ADJUSTABLE STRAP, FAHRENHEIT #470, COLOR: VARIOUS COLORS.				
4		HOODED SWEATSHIRTS	EA	16.00000	0.00	0.00
		9.5 OZ. 80% COTTON/20% POLYESTER FLEECE, COLOR: FOREST GREEN, GRAPHIC EMBROIDERED PART SPECIFIC VT STATE PARK "SHIELD" DESIGN IN YELLOW AND GREEN ON LEFT CHEST. GILDAN #92500.				
		SIZES AND PRICES SMALL - XLARGE - \$16.00/EA. XXLARGE - \$17.75/EA.				
5		HOODED SWEATSHIRT	EA	16.00000	0.00	0.00
		9.5 OZ. 80% COTTON/20% POLYESTER FLEECE, COLOR: DARK HEATHER, GRAPHIC EMBROIDERED PART SPECIFIC VT STATE PARK "SHIELD" DESIGN IN ORANGE AND BLACK ON LEFT CHEST. GILDAN #92500.				
		SIZES AND PRICES SMALL - XLARGE - \$16.00/EA. XXLARGE - \$17.75/EA.				
6		YOUTH T-SHIRT	EA	3.90000	0.00	0.00
		4.5 OZ. 100% PRE-SHRUNK COTTON, COLOR: LIGHT BLUE, GRAPHIC: FULL FRONT MULTI-COLOR SCREEN PRINT "HIKER MOOSE" SUPPLIED. SOME MINOR DESIGN CHANGES MAY BE NECESSARY FOR SIZING OR BACKGROUND. SIZES: SMALL - XL. ANVIL #990B				
7		ADULT LONG SLEEVE T-SHIRT	EA	6.00000	0.00	0.00
		6 OZ. 100% COTTON, GRAPHIC: ON LEFT CHEST FPR LOGO WITH "PARK STAFF" UNDERNEATH 3.5 INCH BY 3.5 IN SQUARE. COLOR: FOREST GREEN				
		SIZES AND PRICES SMALL - XLARGE - \$6.00/EACH XXLARGE - \$8.00/EACH				

### CONTRACT TERMS AND ADDITIONAL INFORMATION

THIS CONTRACT IS ISSUED IN ACCORDANCE WITH THE STATE OF VERMONT RFP FOR FPR - RESALE AND STAFF CLOTHING ISSUED FEBRUARY 25, 2014 AND VENDOR'S RESPONSE DATED MARCH 18, 2014.

STATE OF VERMONT ATTACHMENT C: STANDARD STATE CONTRACT PROVISIONS DATED NOVEMBER 7, 2012 AND ATTACHMENT D: COMMODITY PURCHASES TERMS AND CONDITIONS DATED NOVEMBER 10, 2010 ARE ATTACHED AND INCORPORATED AS PART OF THIS ORDER.

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SCOPE: TO PROVIDE ADULT T-SHIRTS WITH SCREEN PRINTING TO LOCATIONS THROUGHOUT THE STATE OF VERMONT.

CONTRACT TERM: THIS CONTRACT IS WRITTEN FOR A PERIOD OF TWENTY-FOUR MONTHS (24) MONTHS WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL TWELVE MONTH PERIODS.

THE VISA PURCHASING CARD MAY BE USED AS A FORM OF PAYMENT UNDER THIS CONTRACT.

TERMS: NET 30 DAYS

QUANTITY: THE ANNUAL VALUE AND QUANTITIES ARE ESTIMATED ONLY BASED ON PRIOR USAGE; ACTUAL PURCHASES MAY BE HIGHER OR LOWER DEPENDING ON THE STATE'S NEEDS. THE CONTRACT MAXIMUM IS NOT REFLECTIVE OF ACTUAL USAGE.

DELIVERY: RESPONSIBILITY FOR PRODUCT DELIVERY REMAINS WITH THE CONTRACTOR UNTIL THE PRODUCT IS PROPERLY DELIVERED AND SIGNED FOR IN ACCORDANCE WITH THE OFFICE OF PURCHASING & CONTRACTING TERMS AND CONDITIONS. SHIPMENTS SHALL BE SECURELY AND PROPERLY PACKED, ACCORDING TO ACCEPTED COMMERCIAL PRACTICES, WITHOUT EXTRA CHARGE FOR PACKING CASES OR OTHER CONTAINERS. SUCH CONTAINERS WILL REMAIN THE PROPERTY OF THE STATE UNLESS OTHERWISE STATED. DELIVERED GOODS THAT DO NOT CONFORM TO THE SPECIFICATIONS OR ARE NOT IN GOOD CONDITION UPON RECEIPT SHALL BE REPLACED PROMPTLY BY THE CONTRACTOR.

PRICING: ALL PRICING IS TO INCLUDE DELIVERY COST, SET UP COST, SILK SCREENING AND ANY OTHER ASSOCIATED COST TO THE ORDERING FACILITY. NO REQUEST FOR EXTRA DELIVERY COST WILL BE HONORED.

QUALITY: ALL PRODUCTS PROVIDED UNDER THESE AGREEMENTS WILL BE NEW AND UNUSED, UNLESS OTHERWISE STATED. FACTORY SECONDS OR REMANUFACTURED PRODUCTS WILL NOT BE ACCEPTED UNLESS SPECIFICALLY REQUESTED BY THE PURCHASING AGENCY. ALL PRODUCTS PROVIDED BY THE CONTRACTOR MUST MEET ALL FEDERAL, STATE, AND LOCAL STANDARDS FOR QUALITY AND SAFETY REQUIREMENTS. PRODUCTS NOT MEETING THESE STANDARDS WILL BE DEEMED UNACCEPTABLE AND RETURNED TO THE CONTRACTOR FOR CREDIT AT NO CHARGE TO THE STATE.

METHOD OF ORDERING: PURCHASE ORDERS MUST BE USED TO ORDER ITEMS AVAILABLE UNDER THIS CONTRACT. IF VERBAL ORDERS ARE GIVEN A CONFIRMING PURCHASE ORDER MUST BE ISSUED.

INVOICING: ALL INVOICES ARE TO BE RENDERED BY THE CONTRACTOR ON THE VENDOR'S STANDARD BILLHEAD AND FORWARDED DIRECTLY TO THE INSTITUTION OR AGENCY ORDERING MATERIALS OR SERVICES AND SHALL SPECIFY THE ADDRESS TO WHICH PAYMENTS WILL BE SENT.

CANCELLATION: THE STATE SPECIFICALLY RESERVES THE RIGHT TO CANCEL THE CONTRACT, OR ANY PORTION THEREOF, IF, IN THE OPINION OF ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES, THE SERVICES OR MATERIALS SUPPLIED BY THE CONTRACTOR ARE NOT SATISFACTORY OR ARE NOT CONSISTENT WITH THE TERMS OF THE CONTRACT

DEFAULT: IN CASE OF DEFAULT OF THE CONTRACTOR, THE STATE MAY PROCURE THE MATERIALS OR SUPPLIES FROM OTHER SOURCES AND HOLD THE CONTRACTOR RESPONSIBLE FOR ANY EXCESS COST OCCASIONED THEREBY, PROVIDED, THAT IF PUBLIC NECESSITY REQUIRES THE USE OF MATERIALS OR SUPPLIES NOT CONFORMING TO THE SPECIFICATIONS THEY MAY BE ACCEPTED AND PAYMENT THEREFORE SHALL BE MADE AT A PROPER REDUCTION IN PRICE.

REPORTING REQUIREMENTS: CONTRACTORS WILL BE REQUIRED TO SUBMIT QUARTERLY PRODUCT SALES REPORT TO THE PURCHASING AGENT PURSUANT TO THE SCHEDULE BELOW. EACH REPORT MUST CONTAIN THE FOLLOWING INFORMATION: CONTRACT NUMBER; USING DEPARTMENT'S ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER; PRODUCT ORDERED; QUANTITY ORDERED; QUANTITY SHIPPED; AND PRICE CHARGED, WITH TOTALS FOR EACH PRODUCT FOR EACH REPORTING PERIOD. WE RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR TO MODIFY THE REPORTING PERIODS.

REPORTING PERIODS: QUARTERLY REPORTS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

REPORTING PERIOD: JANUARY 1 TO MARCH 31 - REPORT DUE APRIL 15  
REPORTING PERIOD: APRIL 1, TO JUNE 30 - REPORT DUE JULY 15  
REPORTING PERIOD: JULY 1 TO SEPTEMBER 30 - REPORT DUE OCTOBER 15  
REPORTING PERIOD: OCTOBER 1 TO DECEMBER 31 - REPORT DUE JANUARY 15

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CONTRACT TERMS: THIS CONTRACT WILL BE SUBJECT TO REVIEW THROUGHOUT ITS TERM. THE STATE WILL CONSIDER CANCELLATION UPON DISCOVERY THAT A VENDOR IS IN VIOLATION OF ANY PORTION OF THE AGREEMENT, INCLUDING AN INABILITY BY THE VENDOR TO PROVIDE THE PRODUCTS, SUPPORT, AND/OR SERVICE OFFERED IN THEIR RESPONSE.

VERMONT STATE COLLEGES: THIS CONTRACT IS ALSO AVAILABLE FOR USE BY THE UNIVERSITY OF VERMONT AND THE VERMONT STATE COLLEGES INC., A SEPARATE CORPORATION, HAVING UNDER ITS JURISDICTION CASTLETON STATE COLLEGE, JOHNSON STATE COLLEGE, LYNDON STATE COLLEGE, COMMUNITY COLLEGE OF VERMONT, AND THE VERMONT TECHNICAL COLLEGE.

TOWNS AND SCHOOLS OF THE STATE OF VERMONT: AT THE BIDDER'S ELECTION POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES OF THE STATE MAY PARTICIPATE IN STATE CONTRACTS AT THE SAME PRICES, TERMS AND CONDITIONS. ITEMS FURNISHED TO POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES WILL BE BILLED DIRECTLY TO AND PAID FOR BY THE POLITICAL SUBDIVISIONS OR INDEPENDENT COLLEGES AND NEITHER THE STATE NOR ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES PERSONALLY OR OFFICIALLY ASSUMES ANY RESPONSIBILITY FOR THESE PAYMENTS.

AGENCIES & DEPARTMENTS ARE REQUESTED TO ADVISE THE PURCHASING AGENT AT ONCE OF THE FAILURE ON THE PART OF THE CONTRACTOR TO FULFILL ANY OF THE TERMS OR CONDITIONS OF THIS CONTRACT.

PLEASE REFER TO THE ASSIGNED CONTRACT NUMBER/PURCHASE ORDER # ON ALL CORRESPONDENCE, DELIVERY DOCUMENTS AND INVOICES.

GRAPHICS: ADULT T-SHIRTS HAVE A SINGLE COLOR SCREEN PRINTED GRAPHIC THE FRONT.

MINIMUM ORDER QUANTITY: ALL ITEMS SHALL HAVE A 6-PIECE MINIMUM PER SIZE AND/OR DESIGN.

ORDERING: ITEMS ARE GENERALLY ORDERED IN BULK IN LATE WINTER, WITH AN EARLY APRIL DELIVERY. ADDITIONAL SMALL ORDERS, USUALLY IN MULTIPLES OF SIX. ARE PLACED FROM MAY THROUGH AUGUST. FOR THE FIRST PRODUCTION RUN OF EACH SPECIFIC DESIGN, A SAMPLE WILL BE PRODUCED AND SUBMITTED FOR APPROVAL PRIOR TO PRODUCING THE ENTIRE ORDER. REORDER ITEMS AFTER THE INITIAL APPROVAL DO NOT REQUIRE ADDITIONAL SUBMITTALS.

DELIVERY: ITEMS MUST BE AVAILABLE FOR PICKUP IF WITHIN 25 MILES OF ONE OF FOUR REGIONAL OFFICES, OR DIRECT SHIPPING, WHICH EVER IS IN THE BEST INTEREST OF THE STATE, WITHIN 7 BUSINESS DAYS OF AN ORDER BEING PLACED. GOODS THAT ARE SHIPPED MUST BE RECEIVED WITHIN 10 BUSINESS DAYS.

VENDOR CONTACT INFORMATION:  
BRIAN KATERS  
TELEPHONE: 920-405-2644 X217  
FAX: 920-405-2650  
E-MAIL: brian@promotionaldesigns.com

IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT:  
DEB LaROSE, PURCHASING AGENT,  
TELEPHONE 802-828-4635,  
FAX 802-828-2222  
E-MAIL: deb.larose@state.vt.us

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WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_